

29 December 1965

SUBJECT: Staffing Standards for Records Center Operations

FY 1965
Federal Records Centers

Accessioning - 9,226 cubic feet per man year
Reference - 12,977 items per man year
Disposal - 9,058 cubic feet per man year

Source: NARS, Office of Federal Records
Centers, Operations Division
(Forrest Weir)

29 December 1965



STAT

Applying the above standards to our work loads for FY 1965 we have the following requirements:

Accessioning	-	14361	÷	9226	=	1.5
Reference	-	118476	÷	12977	=	9.1
Disposal	-	13954	÷	9058	=	1.5
Total*						<u>12.1</u>

*This does not include supervision, clerical, stenographic, archives or vital records requirements.



STAT